

LAGRANGE

C O L L E G E

at Albany

GRADUATE
BULLETIN
2008 - 2009

Albany, Georgia



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LAGRANGE

COLLEGE

at Albany

Bulletin 2008 - 2009
Albany, Georgia

Office Hours
M, T, W, TH – 10AM TO 6PM
Friday – 9AM TO 12 NOON

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www.lagrange.edu/albany

SCOPE OF THIS PUBLICATION

This publication has been prepared for LaGrange College at Albany, a division of LaGrange College, LaGrange, Georgia. This publication includes admission-related material as well as policies and procedures through the year 2008 - 2009 for the graduate program in Organizational Leadership. This publication supplements the current Bulletin of LaGrange College. The program offered by LaGrange College at Albany is a well-defined and discrete program. It is a degree-completion program (no courses in general education are offered at the BA level). The Albany program is designed for more mature students who have been in the workplace for several years. The major, Organizational Leadership, is interdisciplinary and is available at both the BA and MA levels. It emphasizes liberal arts. Students matriculate as a cohort group and remain together for the duration of the program. Teamwork and collaborative learning are emphasized. Because of these important distinctions, there are policies and procedures for Albany that differ from those at LaGrange College in LaGrange. Where this document is silent, the policies are the same on both campuses. Where this document addresses a policy or procedure, that statement takes precedence over the LaGrange College (LaGrange) Bulletin for students enrolled in Albany.

This publication is accurate at the time it is prepared. It is certain that a few policies and procedures will need to be modified. Enrolled students and students applying for admission will be informed of changes that will affect them. Changes will be made in the context of serving students better.

This publication will be updated for the year 2009 - 2010.

MISSION STATEMENT FOR LA GRANGE COLLEGE AT ALBANY

THE MISSION OF LA GRANGE COLLEGE AT ALBANY IS TO PROVIDE PRIVATE CHRISTIAN EDUCATION AT THE SENIOR COLLEGE AND THE GRADUATE LEVELS TO THE SOUTHWEST GEORGIA AREA, CENTERED IN ALBANY; TO CHALLENGE THE MINDS AND INSPIRE THE SOULS OF THE STUDENTS ENROLLED; TO EMPLOY LEADING PEDAGOGICAL STRATEGIES IN ACHIEVING THESE GOALS; AND TO PRODUCE THE ECONOMIC RESOURCES NECESSARY TO PERPETUATE AND EXPAND THE PROGRAM.

LaGrange College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees and other changes deemed necessary or conducive to the efficient operation of the college. Such changes become effective as announced by the proper college authorities.

For LaGrange College at Albany these changes may include, but not be limited to the following: combining cohort groups, deferring starting a course, changing the order of the courses, and changing the curriculum. Should changes be necessary, the student will not have more requirements than are detailed in this publication.

LaGrange College, established in 1831, is owned by the North Georgia Conference of The United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of The United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos.

LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program – curricular and cocurricular – is designed to challenge and support students as they deal with fundamental issues of self, world, and God.

The principal curricular means by which the College assists students in the improving of their creative, critical and communicative abilities are an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S., B.M.), professional programs in business (B.B.A.), nursing (B.S.N.) and education (B.A., M.Ed., M.A.T), and Organizational Leadership (B.A, M.A), and continuing education. The principal cocurricular means is through a comprehensive program of student life and athletics.

LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service, and excellence.

LaGrange College is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age or disability.

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CALENDAR

for Instruction and Holidays at

LAGRANGE COLLEGE AT ALBANY

JULY 2008 - AUGUST 2009

Unless otherwise noted, classes meet on a Monday thru Thursday basis from 6:00 pm to 10:00 pm.

2008

July 2 – 8	Summer Break (no classes, office closed)
September 1	Labor Day (no classes, office closed)
November 26 – 27	Thanksgiving (no classes, office closed)
December 19 – 31	Christmas Break (no classes, office closed)

2009

January 1 – 4	New Years (no classes, office closed)
January 5	College open, classes resume
January 19	M. L. King Holiday (no classes, office closed)
April 9 – 15	Easter Break (no classes, office closed)
May 25	Memorial Day (no classes, office closed)
July 1 – 7	Summer Break (no classes, office closed)

ACCREDITATION

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the degrees of Associate of Arts, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Master of Education, Master of Arts in Teaching, and Master of Arts in Organizational Leadership.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and the Georgia Foundation for Independent Colleges. The Georgia Professional Standards Commission, which confers professional certificates upon college graduates meeting requirements in early childhood, middle grades, or secondary education, has awarded highest approval to LaGrange College's program of teacher education.

The Albany programs do not have specialized business program accreditation through the Association of Collegiate Business Schools and Programs (ACBSP).

ACCESS

LaGrange College at Albany admits qualified students of any race, color, religious tradition, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at LaGrange College at Albany. It does not discriminate on the basis of sex, race, color, religious tradition, national or ethnic origin in administration of its educational policies, admissions policies, loan programs and other school-administered programs.

ADMISSION REQUIREMENTS

Before an applicant can be admitted as a regular student qualifying for financial aid, the college must have received copies of official undergraduate transcripts, GRE or MAT scores, letters of recommendation, and any other information required of the applicant by the graduate program. To be admitted in full standing, the applicant must have:

- 1) Undergraduate degree from an accredited college or university with a cumulative undergraduate GPA of 2.5 or higher OR a GPA of 3.0 or higher in the last 60 semester hours
- 2) A cumulative G.P.A of at least 3.0 in all graduate coursework taken at other colleges and universities.
- 3) A suggested score of 1000 on the GRE or 40 on the MAT. Test scores must not be more than five years old.
- 4) Three letters of reference including at least one letter from a former educator who taught the student coursework.
- 5) Completion of at least one of the following undergraduate courses: Statistics, Research Methods or College Algebra.
- 6) Full time work experience.
- 7) A narrative essay of at least 1000 words in length that describes the student's career goals and aspirations, leadership experience, and work responsibilities before program entry.

Students not meeting one or more of the above criteria may be admitted under "provisional" status. A student satisfying the first nine semester hours of course work in conditional status with no grade of less than "B" may receive "regular" admission status. Otherwise, continuous student enrollment will not be permitted. Failure to maintain a 3.0 cumulative G.P.A. for all coursework taken will result in academic probation. Students in probationary status for two consecutive semesters of enrollment will be terminated from the program. Grades of less than a C may not be used toward the completion of the degree.

FINANCIAL INFORMATION

Expenses

- 1. Admission
(Application for Admission, not refundable) \$20.00
- 2. Tuition, per semester hour,
Albany only \$422.00
- 3. Graduation
(regardless of participation) \$40.00

	First Semester	Second Semester	Third Semester
Admission	\$20.00	0	0
Tuition	\$5064.00	\$5064.00	\$5064.00
Graduation	0	0	\$40.00
Total	\$5084.00	\$5064.00	\$5104.00

Note: Students should expect to spend approximately \$400 -\$500 per semester on textbooks. Students are also expected to have a personal computer with Internet access. Depending on which Internet Service Provider is selected; the cost ranges from \$20-\$50 per month.

REFUND POLICIES -TUITION AND FEES

A student who plans to withdraw from the college must make an official notification of his/her plan. The Director of LaGrange College at Albany has been identified as the official office of notification. The student should also consult the Financial Aid Office and the Business Office to determine the financial consequences of a complete withdrawal.

Even though a student registers and pays for an entire semester, the courses are taught sequentially. Students who withdraw prior to the first class receive a 100% refund of tuition and fees. After the first class has met, and before the second class has met, a student will receive a 50% refund for that class and 100% refund for subsequent classes that have not started. An example: A student has registered for the first semester (four courses), and he/she completed the first course and the first class of the second course. The student then withdraws. The withdrawing student receives a 100% refund for the courses not started (the third and fourth) and a 50% refund for the course that he just started. There is no refund for the courses completed or courses that have had their second class meeting.

No refund of any nature will be made to any student who is suspended or dismissed for disciplinary reasons.

The Department of Education requires all unearned Title IV aid to be returned to the program from which such aid was awarded. The College will apply a credit to the student's account for all unearned "institutional charges." The Department of Education defines "institutional charges" as all charges for tuition, fees, and room and board, and expenses for required course materials, if the student does not have a "real and reasonable opportunity" to purchase the required course materials from any place but the school.

Refund Policies for Students Receiving Financial Aid

LaGrange College does not advance any funds to students prior to the date of enrolling.

A separate refund policy exists for new, first semester students who receive Title IV federal financial assistance. Information is available in the Financial Planning Office.

Financial aid is considered to be used for direct educational costs — tuition, fees, books, room and board. Therefore, if a student withdraws and is scheduled to receive a refund, funds will be returned to the appropriate program(s) from which the student received funds. The balance will be refunded to the student.

FINANCIAL AID

Philosophy

LaGrange College believes that the student should contribute to the educational expenses of attending a college or university to the extent of their ability. The Financial Aid Office is available to assist students in meeting the difference between the cost of education at LaGrange College and what the student can contribute. The Financial Aid Office at LaGrange College attempts to defray the cost of education from all available Federal, State, and institutional sources. The student should be prepared to assume a measure of responsibility in meeting educational expenses through self-help financial aid sources such as student loans.

General Information

Students in need of financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spousal, if applicable, income and asset information needed to determine eligibility for financial aid. This information is used in a federal need analysis calculation to determine the Expected Family Contribution (EFC).

The Financial Aid Office establishes a Cost of Attendance Budget that discloses the annual costs for a student to attend LaGrange College. The Cost of Attendance includes tuition, fees, room, board, books and supplies, and living expenses. Other components of the Cost of Attendance, which is applied on an individual basis, are childcare expenses, study abroad, and the purchase of a computer. These items may require documentation from the student.

The Expected Family Contribution (EFC) is deducted from the Cost of Attendance at LaGrange College to determine whether a need for financial assistance exists. If the student's EFC is less than the Cost of Attendance, a financial need is established. The Financial Aid Office attempts to meet the financial need of applicants from federal, state, and institutional sources.

OFFICIAL TRANSCRIPTS AND DIPLOMAS ARE WITHELD FOR ANY STUDENT WHO HAS A FINANCIAL OBLIGATION OWED TO LAGRANGE COLLEGE.

Financial Aid Application Procedures

Applicants for financial aid must:

- Apply and be accepted as a regular degree-seeking student in an eligible program at LaGrange College. Students conditionally accepted into a master's program are not eligible for financial assistance until all admission requirements are met for entry into their chosen program. This includes submission of GRE or MAT test scores.
- Complete and submit a Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA annually.
- Submit all required documents for verification if selected.

Verification

Verification is the process of evaluating the accuracy of financial information provided on the Free Application for Federal Student Aid. The U.S. Department of Education randomly selects approximately 30% of all financial aid applications for verification. The Financial Aid Office may select additional applications for verification if conflicting or incomplete information exists. A financial aid award cannot be provided until the verification process is completed.

Students selected for verification will be asked to verify, at a minimum, the following: adjusted gross income, federal income tax paid, earned income credit, family size, number of family members in college, and untaxed income. Most students will be asked to complete a verification worksheet and provide copies of applicable federal tax returns. If discrepancies are found during verification, the Financial Aid Office will transmit the corrected information to the Central Processor. The results are usually received within seven days. Once the corrected financial aid information is received and provided all other eligibility requirements are met, an official financial aid award letter will be mailed.

Financial Aid Eligibility Requirements

In general, to be eligible for financial assistance, the applicant must:

- Be a U.S. Citizen or permanent resident alien of the United States
- Be accepted for admission or currently enrolled in an approved degree-seeking or teacher certification program
- Be making Satisfactory Academic Progress towards the completion of your degree program
- Not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan
- Not owe a refund on a federal or state grant
- Not have borrowed in excess of federal loan limits
- Be registered with Selective Service, if required

Student Financial Aid Rights and Responsibilities

Students have the right to know:

- The procedures for applying for financial assistance and eligibility requirements
- Financial aid resources available and eligibility requirements
- Refunds and Repayment Policy in the event of complete withdrawal from school
- Cost of Attendance at LaGrange College
- Deadlines for applying for financial aid
- When and how your financial aid award will be disbursed
- Your loan indebtedness and estimated monthly payments
- Academic Programs available at LaGrange College
- Name of associations and agencies accrediting the institution and its programs
- Campus Security Statistics
- Athletic Program Participation Rates and Financial Support Data
- Completion and Graduation Rates

Students have the responsibility to:

- Submit complete and accurate financial aid applications
- Observe all deadlines for submission of financial aid documents
- Maintain regular class attendance in all courses for which financial assistance was awarded
- Maintain satisfactory academic progress towards the completion of their chosen degree or certification

- Notify the Financial Aid Office and lenders of any change in address or name
- Complete required Entrance and Exit Interviews for Federal Stafford and for Federal Perkins Loan
- Respond to all communications regarding student loans and financial aid awards
- Comply with all eligibility requirements for financial aid award funds
- Repay student loan(s) received for education pursuits regardless of whether he/she graduates
- Notify the Financial Aid Office of any financial assistance to be received from an external source (VA Educational Assistance, Vocational Rehabilitation, Employer Reimbursement etc.).

Financial Aid Sources

Financial assistance for graduate study is primarily limited to student loans and a few state and institutional grants or scholarships. Available financial aid sources are outlined below.

Federal Stafford Loan is a low interest, repayable loan available to undergraduate and graduate students regardless of income. The interest rate is variable on Stafford loans but will not exceed 8.25%. The interest rate is adjusted each July 1. Federal Stafford Loans allow for a six (6) month grace period before the borrower begins repayment. Borrowers have a maximum of ten (10) years to repay their student loan(s). Loans are available through banks, credit unions, and other lending institutions. The only qualification for receiving a Federal Stafford Loan is to meet the eligibility requirements for financial assistance. The student is not subject to credit approval for this loan. All eligible financial aid participants may borrow from the Federal Stafford Loan Program.

The Stafford Loan Program is composed of two loan types, subsidized and unsubsidized. A subsidized loan is awarded on the basis of financial need. Subsidized loan borrowers will not pay interest on the loan while enrolled in school, during the grace period or during authorized periods of deferment. The federal government pays the interest. An unsubsidized loan is not awarded on the basis of financial need. Any student regardless of income may participate in this loan program. However, interest does accrue while the student is enrolled in school, during the grace period, and during periods of deferment. The borrower has the options of paying

the accrued interest or having the interest capitalized. Capitalization adds the interest to the principal amount of your loan. This option will increase your loan indebtedness.

The maximum Federal Stafford Loan a graduate student may borrow each academic year is \$20,500--\$8,500 from the Federal Subsidized Loan and \$12,000 from the Federal Unsubsidized Stafford Loan. The Federal Stafford Loan Program has a maximum aggregate (lifetime) limit on the amount of funds a student may borrow. The aggregate loan limit for graduate students is \$140,500, which includes loans received as an undergraduate student.

Federal Perkins Loan is a low interest, repayable loan awarded to undergraduate and graduate students with exceptional financial need. The interest rate is 5% and no interest accrues on the loan while the borrower is enrolled half time and during the grace period. Repayment begins nine months after graduating or withdrawal from school. This loan program has cancellation provisions for critical fields of study. Contact the Financial Aid Office for more information.

Loan Repayment

Student loans are excellent sources of financial assistance in defraying education costs. However, borrowers should always remember that they are obligated to repay these loans. LaGrange College encourages students to borrow responsibly.

Disbursement of Financial Aid

Although students in the Organizational Leadership Program register for a full load at the beginning of each semester, the courses are taught sequentially, which means you complete the first course before beginning the next course. Because of the nature in which the courses are taught, the disbursement of financial aid occurs throughout the term as individual courses are completed. Students receiving Federal Stafford Loans are eligible for disbursement after completing 6 credit hours. Generally Pell and Federal SEOG Grant recipients are eligible for half of their funds after completing 6 credit hours with the remaining half disbursed when they become full-time. The HOPE Scholarship and Georgia Tuition Equalization Grant are the last funds to be disbursed because you must reach full-time status and maintain it for 14 days beyond the beginning of the fourth course or 12th credit hour. A schedule of disbursement dates will be provided with the financial aid award letter.

Prior to the disbursement of your financial aid, a final eligibility review will occur to determine if you meet the eligibility requirements for financial aid. In order for your financial aid to be disbursed, you must have submitted all required documents for disbursement; must be registered for classes; must be meeting Satisfactory Academic Progress standards; and must be enrolled for the appropriate number of credit hours necessary to establish eligibility for individual financial aid programs.

All financial aid funds are disbursed directly to your student account in the Business Office. The funds are applied towards current tuition and fees, and other applicable charges such as room, board, testing fees, books, and other charges as authorized by you. Financial aid funds are for educational purposes only. Students who fail to enroll or attend classes are not eligible for financial aid. Awards that require additional documents will not be disbursed until such time as all requirements for disbursement are met. For example, students who have Stafford Loans must submit a completed Federal Stafford Loan Master Promissory Note to their lender and complete Stafford Loan Entrance counseling before their loan funds can be disbursed.

STUDENT LIFE

Student Development Goals

The Student Development Goals of the LaGrange College at Albany program are as follows:

- To facilitate the transition of non-traditional students (25 years of age and older) back into a college learning environment in pursuit of a college degree.
- To enhance cooperation and teamwork through a cohort model where students begin, continue and complete the program together as a cohort unit.
- To provide a learning environment in which the “Student Code of Conduct” is affirmed, respected and enforced.
- To assist students who are already employed and on a career track to discern further life goals and career planning, including advancement through promotions or career changes.
- To enhance personal integrity through commitment to the LaGrange College Honor Code.
- To provide a comfortable, clean and safe environment where learning and academic study can be pursued.
- To provide an ongoing evaluation of student support services

through the regular use of the “LaGrange College at Albany Student Survey.”

It shall be the responsibility of the Associate Dean and Director of the Albany program, in consultation with the appropriate administrative personnel at LaGrange College, to see that these goals are disseminated, supported, evaluated and enforced.

Student Code of Conduct

The student Code of Conduct is a set of rules that regulate student behavior. The Director of LaGrange College at Albany adjudicates violations of the Student Code of conduct.

Introduction

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This College has a duty to develop policies and procedures that provide a safeguard to this freedom.

By registering at LaGrange College, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights and privileges of others.

Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct as a member of the campus community.

Students are responsible for being fully acquainted with the college catalog, handbook, and other regulations relating to students and for complying with them in the interest of an orderly and productive community. Failure or refusal to comply with the rules and policies established by the College may subject the offender to disciplinary actions up to and including permanent dismissal from the College.

Violations of any of the following by a student constitute an offense, which may result in disciplinary action.

- A. The use of threatening or obscene calls, and obscene graffiti is considered unwarranted and below the dignity of members of the College community and will not be tolerated.
- B. Conduct endangering safety and welfare. Any conduct which endangers the safety and welfare of other individuals such

- as hazing, assault, battery, abuse or threat of abuse, on or off campus is prohibited.
- C. Use of firearms, weapons. No student may possess, use or sell on campus any weapons or firearms, or any incendiary, explosive, or destructive device, including fireworks.
 - D. Criminal arrest. If a student is arrested and charged with a serious or violent crime off campus, a hearing may be held as soon as possible to determine if his continued presence on campus presents a possible threat of danger to members of the College community. The infraction of a city ordinance, a state or federal law by a student constitutes a breach of college discipline. The college will act in the best interest of the campus community and suspend a student who has been arrested, even if not yet convicted by the legal system.
 - E. Use of illegal drugs. The use, possession, sale, or distribution of narcotics and drugs, except as expressly permitted by law, is strictly prohibited.
 - F. Possession of alcoholic beverages. The consumption or possession of alcoholic beverages on campus is strictly prohibited.
 - G. Disorderly conduct, abusive, drunk and disorderly, violent or excessively noisy conduct on or in the vicinity of the College campus is prohibited.
 - H. Giving false information. Anyone knowingly making a false oral or written statement to any member of administration, faculty, staff, or student body with the intent to deceive may be disciplined accordingly.
 - I. Misuse of property. Anyone who misuses, defaces, or damages College buildings, property or library holdings, or private property located on campus shall be subject to disciplinary action.
 - J. Theft and illegal possession. The unauthorized taking, misappropriation, or possession of any property or library holdings owned or maintained by the College or by any person on campus is prohibited.

- K. Unauthorized entry. A student may not enter, or attempt to enter any College building room without proper authorization and legitimate purpose.
- L. Academic dishonesty. Cheating, plagiarism, submitting another person's material as one's own, or doing work for another person who will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or to give help during an examination; the unauthorized copying of examinations, assignments, reports, or term papers; or the presentation of unacknowledged materials as if it were the student's own work. Violations of this kind are under the purview of the Honor Council.

Non-Discrimination

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, handicap, or sex in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity.

Racial Harassment

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in racial abuse, harassment, or intimidation of another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College's Code of Student Conduct.

Sexual Harassment

Sexual harassment may take two forms:

- (1) creating a hostile environment, and
 - (2) quid pro quo.
1. A hostile, demeaning, or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.
 2. Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty, and faculty/faculty.

Here and subsequently “faculty” refers to faculty, staff, and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another’s body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories, or images.

Solicitation

Individuals or student organizations may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purpose. Clearance for such activities must be obtained in advance from the Director of LaGrange College at Albany.

Grades and Certification of Enrollment

The Registrar’s Office will provide a copy of student’s grades and will certify the enrollment of students for insurance or scholarship purposes.

STUDENT RECORDS

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Exception to Access Rights

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;
2. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access; or
3. medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student; however, a physician or other appropriate professional of the student's choice can review such records.

Student consent prior to records release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

1. Public information: student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance, degree earned, awards received, local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.
2. Information concerning application for or receipt of financial aid, which may be released to official agencies, involved in decisions and aid allocations.
3. Information released by College officials with a legitimate educational interest.
4. Information required by federal or state agencies as specifically provided by law.
5. Information needed in connection with an emergency to protect the health or safety of the students or other persons, as authorized by Department of Education regulations.

Types of records maintained

Examples of “educational records” maintained on a student may include but are not necessarily limited to, the following:

- Academic: admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar’s Office
- Alumni: personal, educational, and professional data, contributions and gifts -Alumni Office and Advancement Office
- Conduct: disciplinary records, law violation -Student Development Office
- Financial: student’s confidential statements, Financial Aid data – Student Financial Planning Office; charges, payments, delinquent accounts -Business Office
- General: directory information, correspondence, biographical data – office of record to which information was provided or correspondence addressed

STUDENT GRIEVANCE PROCEDURE

Purpose

LaGrange College is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: academic problems (excluding grades, see

the current LaGrange College Bulletin for the grade appeal procedure), mistreatment by any college employee, incorrect assessment of fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age or handicap.

Grievance Procedure

The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or condition that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the Director of LaGrange College at Albany.

Grievance Appeal Procedure

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Vice President for Academic Affairs and Dean or the President with a copy to the individual(s) complained about.

CAREER PLANNING AND PLACEMENT

Career planning and advancement are part and parcel of the general curriculum in Organizational Leadership. Throughout the curriculum each student is challenged to assume control over her/his destiny. No formal office of career planning or placement exists—but the undergirding thesis of the program is that significant career planning occurs. As LaGrange College at Albany students are employed, placement is not a significant need. In those rare instances where employment changes occur, students should consult the Director of LaGrange College at Albany for possible assistance.

COUNSELING AND TESTING

Informal counseling in academic areas is available on site. Students who need academic counseling should talk with the Director. If the academic counseling needs exceed the expertise of the staff of LaGrange College at Albany, the academic resources of LaGrange College's home campus are available through e-mail and telephone.

LaGrange College at Albany offers no formal process for personal counseling. The cohort group has often been effective in assisting students make adjustments to the changes in routine brought about by the demands of returning to school. Students should seek referrals for more difficult problems.

Students at LaGrange College at Albany are continually assessed in order to determine the effectiveness of the program in meeting their needs. There is an initial pre-test of leadership knowledge and skills. At the conclusion of the program, there is a post-test. The Director of LaGrange College at Albany is responsible for administering these achievement tests. There are many other situations where students may seek additional testing. These tests might include CLEP, GRE, GMAT and others. The Director of LaGrange College at Albany will assist the students in addressing these needs.

HONOR CODE

Students at LaGrange College sign the Honor Code, which states,

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Council deals with students accused of violating the Honor Code. The Honor Council is selected each spring by the outgoing Chair of the Honor Council, The Dean of Students, and the Vice President for Academic Affairs and Dean. A member of the faculty serves as advisor. Members of the faculty are strongly urged to support the efforts of the Honor Council by reporting all suspected violations of the Honor Code.

The Honor Code assumes that any student witnessing or otherwise having knowledge of an Honor Code violation will report the violation to the course instructor, the Chair of the Honor Council, or the Vice President for Academic Affairs and Dean. (For a complete description of the Honor Code, please see the Student Handbook.)

The following are violations of the Honor Code:

1. Lying.
2. Cheating by either giving aid to or receiving aid from a student or other source without the consent of the faculty member or plagiarizing (using another person's words or ideas without documenting them properly).
3. Stealing (intentionally taking or appropriating without the right or permission any individual, organizational, or institutional property. This includes, but is not limited to, stealing off campus, stealing from any person or business representatives on this campus, stealing from a computer company or any other computer-related theft, from the telephone system, vending machines, a residence hall visitor, or any other business while it is on this campus, and removal of any material or equipment from the Library or other facilities without permission.)
4. Failure to report a violation of the Honor Code.
5. Failure to appear before the Honor Council as requested by written notice.
6. Failure to maintain confidentiality regarding an Honor Council case.

Sanctions include: a grade of F in the course; suspension for one academic term, dismissal from the college; or lowering the final grade in the course by one letter or assigning a grade of zero to the related academic work (assignments, tests, case study, etc.). An investigation and hearing shall be confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. Those within the bounds of confidentiality include Council members, the faculty advisor to the council, the Vice President for Academic Affairs and Dean, the President, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the College's attorney. In addition, the accused may include within the bounds of confidentiality his or her parents, faculty, staff, minister, personal or legal counsel.

All tests at the College are conducted under the Honor Code. Accordingly, instructors may leave the room during the examination and students are on their honor to do their own work. The Honor Code should be abbreviated on the outside of the test and signed by the student before handing in the examination. The student should leave all books and materials not pertaining to the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should take the test in the designated classroom, except under extenuating circumstances or by prior arrangement.

Work prepared out of class should be that of the individual. Any assistance from fellow students, books, periodicals, or other materials should be carefully acknowledged. Instructors should give specific guidance regarding what constitutes a violation of the Honor Code. If any doubts about plagiarism arise, a question should be raised by the instructor.

A student should never copy a section of an old term paper and submit it as his or her own, and the student should be guided in the use of these materials by the wishes of the instructor.

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal is made to the Academic Dean of the College. The Appeals Board shall be the President of the Student Government Association, the Appeals Representative of the Honor Council, a student member selected for each Appeals hearing selected by the Academic Dean and the President of the Honor Council, the President or Past President of the Faculty Assembly, and the Academic Dean. The appeal is heard from the record of the Honor Council hearing, the attending written statement of the student requesting the appeal, and the written statement of the Honor Council President. The Appeals Board has the discretion to overturn the Council's decision and/or change a sanction imposed by the Council, but it is confined to the approved sanctions in the Honor Code.

INFORMATION TECHNOLOGY AND ACADEMIC SUPPORT SERVICES

Information technology is pervasive in higher education. Students enrolled at LaGrange College at Albany will be immersed in contemporary learning technologies. The college expects each student to have access to the Internet either at home or have permission for full access at their place of employment. The College will provide on-site computer resources for use during times other than class times.

Instruction in the effective use of the Internet to obtain reliable information and to get to the on-line capabilities of LaGrange College in LaGrange is provided to all students. This provides communication with libraries using GALILEO (Georgia Library Learning Online). A special collection of leadership resources to support the major program is available in Albany. Community resources are also available to area residents.

ACADEMIC PROGRAM AND DEGREE REQUIREMENTS

The academic program at LaGrange College at Albany has been created in direct response to community and area needs. An extensive needs assessment in Southwest Georgia was initiated prior to the planning and development of the program for LaGrange College at Albany. The research results stressed the need for a program for non-traditional students that would enable them to complete a baccalaureate degree and now a master's degree. That program should be offered to the students at a time when they could take the courses. The program should be one with a predictable structure of course offerings, costs and outcomes. The program should emphasize developing leadership knowledge and skills in the workplace and in the community.

LaGrange College, as a venerable liberal arts College with strong ties to the United Methodist Church, has interpreted the demonstrated needs of Albany and Southwest Georgia with a coherent program in Organizational Leadership.

PROBATION

Graduate students whose cumulative GPA falls below 3.0 at the end of a term or who fail to make sufficient academic progress will be placed on academic probation. The students will receive a letter from the Associate Dean and Director of LaGrange College at Albany informing them of their status. Students may remain on academic probation for two terms. These students are no longer on probation when their cumulative GPA becomes 3.0 or above. In the event their GPA does not rise to 3.0 or above within two consecutive terms from the date of academic probation, the students are subject to dismissal from the College. Only graduate courses taken at LaGrange College will be used to compute GPA.

THE CORE CURRICULUM

Core courses provide students with the necessary conceptual and methodological foundation to successfully complete six hours of course related research at the end of their program of study.

SEMESTER ONE - 12 HOURS

ORGL 5011 Principles of Organizational Leadership 3 hrs.

This is a general survey course designed to put students with and without an undergraduate degree in Organizational Leadership on common footing. Topics include leadership versus management, leadership perspectives, styles of leadership in different organizational settings, including the “Servant-As-Leader” Paradigm, and team building. Additional attention is devoted to the role of leaders in motivating employees and research studies on various aspects of leadership.

ORGL 5012 Research Methods 3 hrs.

This course reviews various procedures used by social scientists in conducting research. Topics include inductive and deductive logic, the development of hypotheses, operationalization and measurement. In addition, this course reviews sampling and research designs employed by sociologists, psychologists, economists and historians. Ethical guidelines and the influence of politics on the use of research findings are addressed.

Pre-requisites: ORGL 5011

ORGL 5013 Applied Statistics 3 hrs.

This course focuses on the importance of statistical analysis in the evaluation of policies and program impact. Topics include measures of central tendency and dispersion, probability distributions and parametric methods for relationships. The course then proceeds to review tests of sample means, probability distributions and the use of chi-square analysis and other nonparametric tests of differences.

Prerequisites: ORGL 5011, ORGL 5012

**ORGL 5014 Conflict Management and Diversity in
Organizational Settings**

3 hrs.

Major attention is focused on diversity in pluralistic societies, the historical problems of minorities in the workplace, identification of sources of conflict within organizational settings and various methods of conflict management: mediation, arbitration, administrative hearings, collective bargaining and civil litigation. In depth review of major Supreme Court decisions on the constitutionality of affirmative action practices in the workplace and how these rulings impact hiring, retention and promotion will be explored.

Prerequisites: ORGL 5011

SEMESTER TWO - 12 HOURS

ORGL 5015 Organizational Behavior and Development 3 hrs.

This course begins by tracing the origins of complex social systems and various classifications or typologies used to categorize them. Next there is a focus on elements of the ideal “bureaucracy” and problems in a democratic society. Additional attention is given to functional prerequisites in all social systems, latent and manifest consequences and leadership and decision making within formal organizations. The course ends by reviewing contemporary trends and issues in organizational structure: humanizing complex bureaucracies, changing organizational culture and organizational responses to employee innovation, creativity and social change.

Prerequisites: ORGL 5011

**ORGL 5016 Organizational Planning, Implementation
and Evaluation**

3 hrs.

Topics of this course include short and long range organizational planning, elements of a comprehensive strategic plan: program or policy implementation, employee acceptance of implementation and process versus outcome evaluations. The primary focus is on operationalization and measurement of outcomes or processes, quasi-experimental research designs and the use of research results in organizational evaluations. The secondary focus of this course addresses employee accountability and performance evaluations and the general use of information technology in organizational evaluations:

Prerequisites: ORGL 5011, 5012 and 5013

ORGL 5017 Human Resource Management

3 hrs.

This course represents an analysis of the legal and ethical responsibilities of employers in the public sector. An emphasis is on recruiting and hiring practices, the use of employment tests, employee professional development and training, performance evaluations and methods of compensation within organizational settings. Later topics include the due process rights of terminated employees, exit interviews and post employment services offered by agencies.

Prerequisites: ORGL 5011

ORGL 5018 Budgets and Financial Management

3 hrs.

The purpose of this course is to familiarize students with basic budgeting and financial management practices in the public and private sector. Initial topics include purposes and types of budgets, the budget process and budget categories. Next there is a focus on public finances, principles of taxation, public expenditures, public borrowing and reducing costs and increasing revenue. Financial issues in the private sector include risk return, capital formation and valuation. Concluding topics include financial reports, sources of public funding and grant proposals.

Prerequisites: ORGL 5011

SEMESTER THREE - 12 HOURS

ORGL 5019 Practicum in Organizational Leadership 3hrs.

Students will develop mentoring relationships with community or organizational leaders and share their experiences with practicum participants. The practicum will orient students to the capstone or thesis project, including the essential elements of each, and program academic requirements.

Prerequisites: ORGL 5011-5018

ORGL 5020 Seminar on Special Topics in Leadership 3 hrs.

Special topics addressed by the seminar will change from time to time, but may include moral and ethical issues in exercising leadership, evolving organizational and leadership models of the future and contemporary problems or challenges for system functioning. Students will receive faculty approval for capstone or thesis project.

Prerequisites: ORGL 5011-5018

RESEARCH COURSES

Capstone and thesis coursework are designed to demonstrate an ability to apply core courses to an organizational problem (capstone option) or to the disciplines (thesis option) which form the bedrock of organizational leadership.

ORGL 5021 Capstone Project I 3 hrs.

This is a nonthesis option course requiring students to perform a case study of an organization and any problem the system is experiencing. Students are required to write a paper under faculty supervision which describes the organization and its mission, its evolution and history, organizational structure, the nature of the problem and literature review of the same or similar problems in other settings.

Prerequisites: All core courses

ORGL 5022 Capstone Project II**3 hrs.**

This is a continuation of ORGL 5021. Students are required to complete the capstone project by an oral presentation to program faculty.

Prerequisites: All core courses

Corequisite: ORGL 5021

ORGL 5023 Thesis Research I**3 hrs**

Selection of a thesis topic which may be descriptive or analytical will be the focus. Students are expected to pose a testable question or hypothesis after reviewing the literature related to a specific topic. Faculty supervise and approve the completion of the literature review.

Prerequisites: All core courses

ORGL 5024 Thesis Research II**3hrs**

Students are required to collect qualitative or quantitative data relating to the thesis question/hypothesis. The data should be analyzed and conclusions drawn relating to the topic. Major sections of the paper include Introduction, Statement of the Problem, Review of the Literature, Methodology and Findings and Conclusions. Faculty supervise and approve the completed thesis.

Prerequisites: All core courses

Corequisite: ORGL 5023

If a grade of "I" is issued in ORGL 5021, ORGL 5022, ORGL 5023, or ORGL 5024, during a regular grading period, the Director of Graduate Studies will notify the student in writing, with a copy of the letter sent to the Registrar. The letter shall remind the student that the "I" must be removed within six months of the original date of completion of the third semester, otherwise the "I" grade will be converted to an "F". Extension may be requested by submitting an Academic Petition to the Vice President for Academic Affairs and Dean.

COMMUNICATIONS DIRECTORY

*LaGrange College at Albany,
P.O. Box 71605, Albany, GA 31708-1605*

LaGrange College at Albany (main number).....229.420.8000
(FAX)229.420.7800

In LaGrange, Georgia:

LaGrange College (main number)706.880.8000
Vice President for Academic Affairs And Dean.....706.880.8235
Director of Student Financial Planning..... 706.880.8249
Registrar (transcripts, academic Reports)..... 706.880.8237
Controller (business matters and expenses)..... 706.880.8277
Honor Council (Honor Code issues).....229.420.8000
Long Distance (8:15 a.m. -5:00 p.m. M-F).....1.800.593.2885

*LaGrange College at Albany offers a
Bachelors of Arts degree and Master
of Arts degree in Organizational
Leadership to non-traditional
students in the Albany area.*

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